

AFRICAN NATIONAL CONGRESS

SECRETARY'S GENERAL OFFICE



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TO: Provincial Secretaries and Coordinators
ANC Veterans League Secretary General
ANCWL and ANCYL National Coordinators
All ANC Regions and Branches

Dear Comrades,

REVISED ANC GUIDELINES FOR BGMS AND CONFERENCES

Revolutionary Greetings.

The Special NEC of 23 August 2022 has adopted the **Revised Guidelines for BGMs, BBGMs and Regional, Provincial and National Conferences**, in order to ensure that the Guidelines are strengthened and updated.

These Guidelines will form the basis for BGMs due to start from 7 September 2022 preparing for 55th National Conference, and must be read together with the Electoral Rules. All ANC structures must familiarize themselves and ensure compliance with these Guidelines, as a critical part of the renewal of our movement.

Yours Comradely,

Paul Mashatile
TREASURER GENERAL obo
SECRETARY GENERAL'S OFFICE
AFRICAN NATIONAL CONGRESS
Date: 1 September 2022



REVISED ANC GUIDELINES

On BGMs, BBGMS, and REGIONAL, PROVINCIAL AND NATIONAL CONFERENCES

AS ADOPTED BY SPECIAL NEC MEETING HELD ON
23 AUGUST 2022

NOTE ON REVISED GUIDELINES

The National Executive Committee first adopted these Guidelines, in line with Rule 26.1 at its meeting of 8-9 December 2019. It was amended by the NEC of 26-28 March 2021, in order to make provisions for the COVID-19 Disaster regulations.

The purpose of the Revised Guidelines are to (a) standardise provisions for BGMs and BBGMs, Conference preparations (regional, provincial and national), (b) to provide clarity on clauses or include processes that are matters of practice but not included in previous guidelines (e.g. Verification report) and (c) amend the Guidelines where new rules have been adopted, e.g. the establishment of the Electoral Committee as per 54th Conference decision or new online pre-registration for conference delegates.

The Importance of ANC Conferences

The National Conference of the ANC is held every five years. National Conference is the highest decision-making body of the ANC and determines the broad policies, direction and programmes of the ANC. The officials account to Conference for the work done in the last five years. In line with Rule 11.2 of the ANC Constitution, National Conference receive reports from the NEC, including the Presidential address, the Organisational report by Secretary General and the Treasurer General's report. Conference also discusses the ANC Strategy and Tactics document, the strengths and weaknesses of organizational work, the ANC Constitution, and decides where to strengthen our strategy and our organizational approach and capacity. It is also the place where ANC national leadership, the NEC, is elected.

ANC Conferences are very important, as they provide forums where we pay serious attention to the challenges facing the people, as we continue to work to build a better life for all. Conferences must therefore assess the work done by the ANC as an agent for change, transformation and progress. Conference determines how we renew the ANC so that its core mission and values are restored, advanced and safeguarded.

Provincial and regional conferences are held in line with the Constitution, reviewing work in the region and province, to achieve transformation and to create a better life for all. The provincial and regional officials account through reports on work done by the PEC and REC during the term of office, and give an overview on the state of organisation. The regional and provincial conferences also discuss implementation of national conference resolutions and adopt a programme for the region and province.

The branch is the basic unit of the ANC, it is the structure through which members participate in the ANC and make suggestions on its direction. The ANC branch is required to be a nerve centre for development in its community, to ensure dynamic links between the ANC and the people, and to groom members and cadres who are agents for change and transformation. The branch has to regularly renew its mandate, and BBGM's are held every two years.

All processes towards Conferences involve the branch: the renewal of the ANC, discussing policy documents and resolutions, reviewing the balance of forces and the strategy and tactics of the ANC, deciding if the Constitution needs amendments, and making nominations for the NEC, PEC and REC. The Leagues also have a say in all of this, because they are important bodies of opinion, representing youth and women, as well as the views of veterans in the movement.

ANC Elective Conferences must, in line with Rules 10.1.1 and 17.2.2 (i) consist of 90% of voting delegates from branches, with each ANC branch in good standing getting at least one delegate, in proportion to membership. The remaining 10% of voting delegates are from the Leagues and from the executive structures, including the NEC, PECs and RECs, at the appropriate level.

Properly mandated and well-prepared Branch, League, provincial and regional delegates are therefore required for a successful ANC Conferences. Delegates have the right to attend and participate in all sessions, and to vote for the NEC, PEC or REC. Delegates are expected to be disciplined cadres, with a mandate from their branches on key issues that concern the people, on ANC strategy and tactics and a mandate on leadership choices. The mandate should be based on proper discussion at meetings of the branch, hence the importance of convening the Branch General Meeting (BGM).

It is the revolutionary duty of every ANC member to ensure they are always in good standing, and participate in their branch and League discussions and processes towards Conferences.

Definitions

“Branch Biennial General Meeting” BBGM also known as the **“Branch Conference”**, which is held once every two years in line with Rule 23.2.5 of the ANC Constitution and where the Branch programme for the next period is decided and the Branch Executive Committee (BEC) elected.

“Branch General Meeting” is the general meeting of all members in good standing of the ANC in the branch/ward. The BGM is convened by the BEC. The BEC reports on work of the branch to the meeting, raises issues affecting the community in the ward, introduces new members to the branch, reports on activities of the ANC and prepare for ANC Conferences.

“Branch in Good standing” means a branch recognized by the ANC to be fully compliant with obligations in the constitution and whose members are paid up.

“Cut-off date” is the date by which the status of members of a branch is determined for participation in the branch general meetings (BGM) or the branch biennial general meeting (BBGM). This determines the number of eligible (in good standing or grace) ANC members that the branch has, which forms the basis for its delegation to regional, provincial and national councils and conferences.

“Branch Members List” it is the list of all members in the ANC membership database, irrespective of status; it has members in good standing, not in good standing, on probation, in grace period, etc.

“Branch Attendance Register” is the register/list of branch members who are eligible to attend and vote in the branch general meeting (BGM) or the branch biennial general meeting (BBGM). Eligible members are those who were in good standing or in grace period at the time of the cut-off date. The Branch Attendance Register is downloaded from the Membership Management System, must be printed by the Branch Secretary, presented to the BEC and be ready for the meeting for members to sign. It is part of the ‘evidence’ of the constitutionality of a BBGM and BGM.

“Rule” refers to the relevant Rule in the ANC Constitution.

Part 1: Procedures for Branch General Meetings for ANC Conferences

A. General

1. Since the ANC Membership Management System went live on 28 February 2020, constitutional meetings where a quorum is required have been conducted on the basis of the new system. The Membership Management System (MMS) has all members of the branches, whether they are in good standing, on grace period, not in good standing or on probation (provisional) in a central membership database. The MMS also keeps the records of all deceased, suspended and expelled members in its archives.
2. The system produces up to date Branch Membership Lists and Attendance registers of eligible members for BGMs. The Branch Membership Lists and Attendance registers are downloaded from the Membership system by the Branch secretary and presented to the BEC.
3. The cut-off date for BGM preparing National Conference is determined by the National Executive Committee, for Provincial conferences by the PEC and for Regional Conferences by the REC. The cut-off date for the BBGM is determined by the BEC.
4. Only ANC branches who are in good standing, i.e. they have a minimum of 100 members and have held their BBGM in the last two years, may nominate for the NEC, PEC and RECs and elect voting branch delegates to participate in Conferences, unless they have been granted special branch status per Rule 23.2.1.

5. These Guidelines should be read together with the Constitution, the Electoral Rules for Conference and other documents relevant to Conferences.

B. Process towards convening the BGM

6. The BEC and members of the branch must ensure that the branch meets the requirements of the ANC Constitution and Strategy and Tactics: a branch must be active, including holding regular BGMs, having a community programme of action, discussing political matters, recruiting new members and holding its Branch Biennial General Meeting, every two years.

7. The Branch Secretary, on behalf of the BEC, shall print the Membership list and Attendance Register of members qualifying to participate in the BGM, as per the cut-off date. The Membership List and the Attendance register must be presented at a BEC meeting before the BGM. The BEC should convene a pre-BGM, to allow members to understand the purpose of the BGM and to check their names and status on the Attendance register.

8. The Branch Executive Committee (BEC) shall meet, consider the branch membership list, and set the date for the pre BGM and for the Branch General Meeting (BGM), based on the Conference Roadmap.

9. Branch nomination and branch delegate selection meeting should be held in accordance with Conference roadmaps. Once nominations and draft resolutions are published, the BGM should sit again to finalise the branch mandate. Moreover, branches must discuss ANC resolutions in their monthly branch meetings.

10. The BEC must ensure that sufficient time is allocated for the work of the BGM.

11. The BEC must also ensure that it schedules BEC meetings before the BGM to deal with disputes.

12. Where a BGM does not quorate after its first attempt, the BEC must give at least 48 hours' notice to all eligible members of the second and third attempt to hold the BGM.

13. Branches that are not in good standing, may convene their BBGM, complete the business of the BBGM and also elect their delegates and nominate for leadership to the Conference, as long as they meet the deadlines set out in the Conference roadmap/s.

14. In accordance with Rule 23.2.1, the PECs must timeously consider branches that require special recognition, in exceptional circumstances where they have below 100 members, and the decision and motivation must be minuted, and communicated to the region and affected zones and branches. The PEC must submit the list of all special branches to the SGO and Organising.

C. Informing members of the BGM

15. The BEC should convene a pre-BGM, for members to consider the draft Attendance Register, the status of the members of the branch, and provide for corrections. The draft Attendance register must be available for viewing by all ANC members in the branch.

16. The BEC, through the Branch secretary, shall communicate the date, time and venue of the BGM, at least seven (7) days before the BGM, to all members in good standing and in grace period, who are eligible to participate. When deciding on the time of the meeting, the BEC must make sure that all members are able to attend safely, and no meeting is held beyond midnight. The timing of the meeting should be considerate of working people, women, elderly and other categories.

17. Members shall be reminded to bring their valid IDs or driver's licenses to the BGM, as their ID number is used to verify their status on the membership system.

18. The BEC shall use appropriate means to inform and mobilise qualifying members of the BGM, using social media, SMS, letters, emails and what's-app, loud-hailing, and posting notices. Efforts must be made to reach the majority of members.

D. Registering the BGM on the EAS

19. The BEC, through the Branch secretary, shall register the date, time and venue of the BGM on the ANC MMS Evidence of Attendance System (EAS), including details for second and third attempts.

20. The BEC through the Branch secretary shall also appoint Scanning Agents, whose names and details will be submitted to HQ.

21. Scanning agents must have knowledge of the scanning process, and must attend the weekly virtual training sessions for Scanning Agent, to familiarize themselves with the process.

22. The BEC shall inform the region and the region in turn shall inform the province of all BGMs planned. The regional and provincial offices shall submit lists of BGMs for the issuing of QR codes.

23. No branch shall be prevented, unreasonably so, from holding its BGM and being issued with a QR code for its meetings.

E. Accreditation and Sitting of the Branch General Meeting

24. The Electoral Committee shall deploy Election Facilitators, who are appointed and accredited by the Electoral Committee, to all pre-Conference BGMs where nominations takes place and branch conference delegates are elected. The duties of the Election Facilitators are set out in the Electoral Rules.

25. On the day of the BGM, the Branch secretary and other BEC members shall ensure that formal registration is conducted:

- At least two hours before the start of the BGM, a registration table shall be set-up at the entrance to the venue, as well as a station for optional sanitizing.
- Ensure Branch Scanning agents have the QR codes and that their devices are fully charged, to scan members' IDs as they arrive on the Evidence of Attendance App.
- Members who are disqualified during the scanning, should not proceed to the meeting or sign the register, nor be allowed to participate in the meeting.
- Only eligible branch members, deployees and guests must also sign the Branch Attendance Register.
- The branch secretary and the scanning agents, should not be the same person.

26. The presentation of the ID for scanning must be done by the owner of the ID. No scanning of an ID must be allowed, without the presence of the ID holder. Any attempts to present someone else's ID or to harvest IDs is fraud and acts of misconduct, which will impact on the BGM status.

27. Only if a problem is encountered where it is not possible to scan an ID, may manual entry of the ID details of such a participant be done. Manual entry of an ID number may only be done in the presence of the ID holder. A photo of the defected IDs and ID holders must be taken by the scanning agent as evidence in case of disputes.

28. All Preliminary Verification reports will account for manual scanning, and a BGM shall be disqualified if more than 10% of attendees were manual scanned.

29. Once the branch quorum is met, the BGM shall start.

30. In line with Rule 25.17.16, fighting, assaulting another member or behaving in a disorderly or unruly manner at ANC meetings, assemblies or gatherings and/or disrupting meetings and interfering with the orderly functioning of the ANC are acts of misconduct, for which disciplinary action

may be instituted against a member or members.

31. Interfering with the orderly functioning of a BGM including interfering with or disrupting the registration process; scanning an ID of a member who is not present or using another member's ID to gain access to the BGM, are also acts of misconduct.

32. The NEC, PEC and/or REC may deploy representatives to observe branch general meetings. It is important for deployees to behave in such a manner, that it is not construed as seeking to influence the outcomes of the branch meetings.

33. The BGM is chaired by the Chairperson of the Branch, or by the Deputy Chairperson if the Chairperson is not available. If neither is available, the Branch Secretary will chair the meeting. The Electoral Facilitator observe and report on Nominations for the NEC, PEC or REC and electing of branch delegates. The BEC shall appoint an independent Electoral officer, to chair the session on Nominations and Elections of Delegates.

34. The Agenda of the Branch General Meeting (BGM) must include:

Part 1

- a) *Welcome and Adoption of Agenda,*
- b) *Credentials report, Apologies and Quorum of the BGM*
- c) *Political overview on Conference*
- d) *Discussions*

Part 2

- e) *Presentation on summary of Through the Eye of the Needle*
- f) *Presentation on Electoral Rules*
- g) *Motivation, voting for Nominees for NEC/PEC/REC Office bearers and additional members*
- h) *Elections of Branch Delegate/s and Substitutes*

Part 3

- i) *Next steps in Conference Roadmap*
- j) *Closure*

F. Submitting information from the BGM and Pre-registration of Branch delegates

35. The elected branch delegate/s and substitutes shall provide their IDs to the Scanning Agent for scanning into the Conference Pre-registration platform. This must be done in the presence of the Electoral Facilitator, in accordance with the Electoral Rules and Accreditation and Registration Protocol:

- (i) The IDs of Branch Conference Delegates must be scanned into the Pre-registration platform in accordance with the number of votes received.
- (ii) Delegates and Substitutes must be members in good standing.
- (iii) It should be noted that the principle of gender representation is already embedded in the Pre-Registration platform, therefore if the first branch delegate is a male, the system will accept the next delegate only if it is a female or other. If the first delegate is female, the next will be the one with the 2nd highest votes, male or female.
- (iv) The manual Delegate Forms submitted in sealed envelope serves as back-up to the digital Pre-registration platform. A photo must be taken of all information submitted by the branch as part of its records.

36. The Branch secretary, on behalf of the BEC and branch shall immediately after the BGM complete the Nomination and Delegate forms as per the decisions of the BGM, and overseen by the Election Facilitator. The Branch chairperson and Secretary must sign each page, and co-signed by the Elections Facilitator.

37. The nomination forms of the branch shall then be entered onto the electronic Election Committee Nomination system by the Secretary and the Electoral Facilitator. This should be done immediately after the meeting.

38. Should it not be possible due to connectivity, the secretary and the facilitator should take photos of the forms and deliver these to the provincial list administrator to enter on the system.

39. All sealed branch nomination and delegate forms must also be deposited by the facilitator in the Nominations boxes at the provincial offices.

40. Any tampering or altering of delegate names or nominations shall be an act of serious misconduct, and the Dispute Resolution structures of the Electoral Committee may take corrective action. .

G. Quorum of BGM

41. A quorum of the BGM is made up of 50% plus one of members paid up to attend the meeting, in line with Rule 23.5 being present, based on the Scanning Verification report.

42. Members present should be provided with updates on the status of the BBGM and BGM quorum, not longer than one hour after the designated starting time.

43. If there is no quorum, the BEC shall postpone the meeting, and set a date for the next attempt at BBGM or BGM, which shall not be less than 24 hours after the first attempt.

H. BGM Verification Protocol

44. All BGMs will be subjected to verification, to determine compliance with Rule 23.5 of the Constitution, and other requirements relating to the convening of branch meetings, such as scanning protocols.

45. Verification is done by Headquarters, which produces Preliminary Verification reports that shall be shared with branches, no more than four (4) days after the sitting of the BGM. The MMS will also be configured to allow Branch secretaries access to Verification reports on the system, in order to check the status of their BGM and report to the BEC.

46. Copies of the Preliminary Verification reports shall be shared with regions and provinces within the same timeframe; they shall make sure the reports have reached branches.

47. Branches have the opportunity to raise questions for clarification and queries, on the Preliminary Report, upon receipt of the report, through interactions with the Organising department.

48. Fourteen days before Regional and Provincial conferences and 28 days before National Conference, the Final Verification reports shall be signed-off by the Secretary General or designate and copied to participating structures – branches, regions, provinces.

49. In order to provide for a cooling off period, no further branch general meetings will be held after the Final Verification Reports are signed off, unless ordered by Dispute Resolution committees.

I. Branch Biennial General Meeting (BBGM)

50. The BEC and members of the branch must ensure that it meets the requirements of the ANC Constitution Rule 23.2.5 and Strategy and Tactics: a branch must be active, including holding regular BGMs, having a community programme of action, discussing political matters, recruiting new members and holding its Branch Biennial General Meeting, every two years.

51. The Branch Executive Committee (BEC) shall meet, consider the branch membership list, set the cut-off date for members to have their membership in order, and set the date for the Branch Biennial General Meeting (BBGM). The BEC must ensure that sufficient time is allocated for the work of the BBGM.

52. The BEC, through the Branch secretary, shall communicate the date, time and venue of the BBGM, at least seven (7) days before the BBGM, to all members in good standing and in grace period, who are eligible to participate.

53. Where a BBGM does not quorate after its first attempt, the BEC must give at least 48 hours' notice to all eligible members of the second and third attempt to hold the BBGM.

54. The BEC, through the Branch secretary, shall register the date, time and venue of the BBGM on the ANC MMS Evidence of Attendance System (EAS), including details for second and third attempts.

55. The BEC shall also appoint an Elections Facilitation Team to conduct the election of the new BEC at the BBGM, which should consist of veterans and other trusted comrades, including one representative each from the Leagues. The Elections Facilitation team must be at least 50% women.

56. The BEC must also ensure that it schedules BEC meetings before the BBGM to deal with disputes.

57. The Branch secretary, on behalf of the BEC, shall print the membership list and signed Attendance Register of members qualifying to participate in the BBGM, as per the cut-off date. The Membership List and the Attendance register must be presented at a BEC meeting before the BBGM.

58. The BEC shall use appropriate means to inform and mobilise qualifying members of the BBGM, using social media, SMS, letters, emails and what's-app, loud-hailing, and posting notices.

59. Members shall be reminded to bring their valid IDs or driver's license to the BBGM, as their ID number is used to verify their status on the membership system.

60. The BEC before the meeting may arrange for sanitisers and screening, and set up the venue to allow for social distancing.

61. On the day of the BBGM, the Branch secretary and other BEC members shall ensure that formal registration is conducted.

- At least one hour before the start of the BBGM, a registration table shall be set-up at the entrance to the venue, as well as a station for sanitizing and screening.
- Assign and register comrades from the branch as Scanning agents, to scan members' IDs as they arrive on the Evidence of Attendance App.
- All eligible branch members and guests must also sign the Branch Attendance Register.
- The branch secretary and the scanning agents, should not be the same person.

62. The presentation of the ID for scanning must be done by the owner of the ID. No scanning of an ID must be allowed, without the presence of the ID holder. Any attempts to present someone else's ID or to harvest IDs is fraud and acts of misconduct, which will impact on the BGM status.

63. Only if a problem is encountered where it is not possible to scan an ID, may manual entry of the ID details of such a participant be done. Manual entry of an ID number may only be done in the presence of the ID holder. A photo of the defected IDs and ID holders must be taken by the scanning agent as evidence in case of disputes.

64. All Preliminary Verification reports will account for manual scanning, and a BGM shall be disqualified if more than 10% of attendees were manual scanned.

65. In line with Rule 25.17.16, fighting, assaulting another member or behaving in a disorderly or unruly manner at ANC meetings, assemblies or gatherings and/or disrupting meetings and interfering with the orderly functioning of the ANC are acts of misconduct, for which disciplinary action may be instituted against a member or members.

66. Interfering with the orderly functioning of a BBGM or BGM including interfering with or disrupting the registration process; scanning an ID of a member who is not present or using another member's ID to gain access to the BBGM.

67. The BBGM is chaired by the Chairperson of the branch, or by the Deputy Chairperson if the Chairperson is not available. If neither is available, the Branch Secretary will chair the meeting.

68. The Agenda of the Biennial Branch General Meeting (BBGM) must include:

- a) *Welcome and Adoption of Agenda.*
- b) *Credentials report and quorum of the BBGM*
- c) *Political overview by the outgoing Chairperson of the Branch*
- d) *Organisational report by the outgoing Branch Secretary*
- e) *Community and Service delivery profile of the Ward*
- f) *Finance report by the outgoing Branch Treasurer*
- g) *Discussion and adoption of the Reports*
- h) *Programme of Action for the Branch in the next two years*
- i) *Input on Through the Eye of the Needle*
- j) *Election of the new BEC, in accordance with Rule 23.2.5*
- k) *Announcements*

69. The NEC, PEC and/or REC may deploy leadership to observe branch general meetings. The role of deployees is to assist and provide political inputs and guidance where required, not to usurp the role of the branch or the Branch Executive Committee (BEC).

70. The outgoing Branch Secretary shall ensure that a report is done of the BBGM, and shall submit all documents and records of the branch to the newly elected Branch Secretary.

71. The incoming Branch Secretary shall submit a copy of the BBGM report to the Regional and Provincial Secretary, and upload the report on the Branch Functionality Portal, once this function is created on the ANC Cloud.

72. The REC must ensure the induction of the newly elected BEC based on the ANC Branch Manual, within 30 days after the BBGM.

73. The Regional Secretary shall ensure that the names and details of the new BEC are submitted to the Provincial office, for updating in the Membership Management System and the ANC Cloud.

J. Where the BEC fails to convene BGMs and BBGMs

74. Provinces and regions have a constitutional obligation in terms of Rule 19.9.12 to ensure that branches are active and that no branch goes beyond its constitutional term.

75. Where a BEC fails - due to malice, non-functionality, a lapse mandate or any other reason including on request from ANC members of the branch - to convene a BGM and/or BBGM, the REC in line with its powers 21.10.8 may recommend in writing to the PEC that it convenes members of the ANC in that branch in a BGM or BBGM, in order to enable qualifying ANC members to participate in preparations for Conferences.

76. The PEC in line with Rule 19.9.12.1 and 19.9.12.2, shall delegate the REC to convene the BGM or BBGM.

77. The Province shall submit reports to the SGO of all instances where this have been applied.

K. Branch Dispute Resolution Process

78. Disputes arising from the Membership List and Attendance Register must be lodged and considered at the Pre-BGM convened by the branch. The BEC shall resolve issues prior to the BGM or BBGM taking place.

79. In the event that a member is aggrieved by any matter related to the conduct, proceedings and/or constitutionality of the BBGM or BGM, such a member must lodge a dispute in writing within 48 hours after the meeting with the BEC and copy the Regional and Provincial Secretary.

A person who raises such a dispute must be a member in good standing and must have been present at the BGM or BBGM. An ANC member who failed to register, staged a walk-out, disrupted the BGM or BBGM, threaten ANC members or failed to raise her/his concern in the BGM or BBGM under the appropriate agenda item, will not be eligible to lodge a dispute.

80. The BEC must consider the complaint and make a verdict. The verdict of the dispute must be communicated to the complainant in writing, and a copy send to the Regional and Provincial Secretary, within 24 hours after the matter was processed by the BEC.

81. The BEC must sit and communicate its verdict, in writing to the complainant, and copy the Regional and Provincial Secretary, within 48 hours after receipt of a complaints/disputes.

82. The REC must convene a meeting with the affected BEC/s within a week after the BGM or BBGM to ensure that all disputes raised are attended to, and submit a report to the Province.

83. If a member is not satisfied by the resolution of the dispute by the BEC, the member can appeal in writing to the Provincial Dispute Resolution Committee (PDRC), in line with NDRC Practice Note.

84. The PEC must ensure that members of the PDRC are not conflicted by hearing a case related to his or her own branch, or to a branch to which the member is/was deployed to.

85. The NEC, PEC, REC must ensure that the NDRC and PDRCs are not composed in the majority by members who have interest to stand for positions at the Conference.

86. Reports on all disputes arising from a BBGM or BGM shall be submitted to the Secretary General's Office.

87. The final body of appeal on disputes shall be the National Dispute Resolution Appeals Committee. Determinations of the NDRAC with regards to regional and provincial conferences are final, shall be in writing and shall be communicated to the affected region, province and to the complainants.

Part B: Regional, Provincial and National Conferences

Preparations for Regional, Provincial and National Conferences

88. Regional Conferences are held in accordance with Rule 21.3 to 21.8, Provincial Conferences in accordance with Rule 17 and National Conference in accordance with Rules 10 and 11 of the ANC Constitution.

89. Six (6) months before the term of office of a REC or PEC expires, the PEC and REC shall appoint a Regional or Provincial Conference Preparatory Committee, and twelve months before National Conference the NEC to appoint the National Conference Preparatory Committee, in line with Rule 10.2.

90. The REC, PEC and NEC shall set the date for Conferences at the appropriate levels and shall adopt a Roadmap towards the Conference.

91. The Roadmap shall be developed by the Conference Preparatory Committee at the appropriate level, and shall make recommendations on:

- a) A roadmap towards conferences.
 - b) Status of branches in the region and province, and whether the 70% threshold for branches in good standing is met.
- a) Conference theme, reports, programme and discussion papers.
 - b) Accreditation to be considered, including recommended cut-off date and allocation of delegates from branches and other structures to Conference.
 - c) Logistical preparations for Conference, including financing the conferences.
 - d) Draft rules of conference and committees of conferences.
 - e) Other matters related to the convening of Conferences.

92. Once the Conference Roadmap and cut-off date is adopted by the PEC and REC, it shall be distributed to all branches.

93. Branches shall be required to hold BGMs preparing for the National Provincial or Regional Conferences, in line with these Guidelines.

94. The PEC and REC shall take reasonable measures to ensure the safety and integrity of the conference and of delegates to the conference, as long as such measures do not interfere with the rights and responsibilities of delegates.

95. The NEC shall adopt and distribute general Rules of Conferences as guidelines, in line with the ANC Constitution. The PEC and REC shall familiarize themselves with the Rules for presentation to Conference for adoption.

96. The SGO may deploy NEC members to support and observe Regional and Provincial Conferences.

97. The Conference Preparatory Committees shall meet regularly as required, and report to the REC, PEC and NEC as is relevant.

98. The REC, PEC and NEC must consider the draft Accreditation report from the Conference Preparatory Committees, before the draft Credentials are presented for adoption to Conference.

Branch Nomination process for the REC and PEC

99. At the BGM convened for the purpose of preparing for Regional and/or Provincial or National Conference, all eligible members are free to express their opinions, under the relevant agenda items, to nominate at the appropriate time and to vote according to their own preference.

100. Anyone trying to use improper influence, threats, make promises of patronage or give a reward to get a member to vote for a specific nominee, will be guilty of a disciplinary offence and should be reported to the Electoral Commission or the Disciplinary Committee.

101. Branch members are not bound by their regional or provincial or League's preferred nominations or any slates circulated by their region or province or League. They can vote on the branch mandate, or the majority provincial nomination or be influenced by debates and other nominations that occur at the BGM.

102. Nominations shall be carried out in line with the Rules as determined by the Electoral Committee and adopted by the NEC.

Delegates and Nominations from the Leagues

103. The Leagues of the ANC have the right to participate in policy making, to nominate for the NEC, PEC or REC and to be voting delegates to the ANC Conference, as part of the 10% of voting delegates, in accordance with Rules 10.1.1.4, 17.2.2.3 and 21.4.3.

104. The recommendations of the Leagues on policy matters, on constitutional amendments and nominations for the NEC, PEC or REC of the ANC shall be made at duly constituted meetings of the REC, PEC or NEC, which are the highest decision making bodies of the League at the level at which the ANC conference takes place. The Leagues shall determine participation of its lower structures in this process.

105. The REC, PEC or NEC of the League at the appropriate level shall at its duly constituted meeting of the League elect its delegations to ANC conferences, finalise its nominations, policy proposals and constitutional amendments and submit as per ANC procedures.

106. The Electoral Committee shall deploy Election Facilitators to the REC, PEC or NEC meetings of the Leagues, in order to observe the election of League delegates and nominations by the Leagues to ANC Conferences.

107. League voting delegates must be ANC members in good standing by the cut-off date set by the mother-body.

108. The delegations from the Youth and Veterans Leagues must also abide by the gender equity principle of the ANC Constitution.

109. All ANC structures should ensure gender equity, including accommodating other gender identities in their delegations.

110. The Leagues, through their Secretary General, shall be required to record their elected delegates on the ANC Pre-Registration Platform.

111. Immediately after the NEC or PEC, the League Secretary General shall complete the Nomination and Delegate forms as per the decisions of the BGM, and overseen by the Election Facilitator. The Presidents and Secretaries of the Leagues must sign each page.

112. The forms of the Leagues shall then be entered onto the electronic Election Committee Nomination system by the Secretary and the Electoral Facilitator. This should be done immediately after the meeting. Should it not be possible due to connectivity, the secretary and the facilitator should take photos of the forms and deliver these to the provincial list administrator to enter on the system.

113. The sealed League Nomination and Delegate forms must also be deposited by either the secretary or the facilitator in the Nominations boxes of the Electoral Committee at National level, in case there is a dispute about the accuracy of the electronic entries.

Dispute Resolution Processes for Regional, Provincial and National Conferences

114. This will be done in line with earlier provisions for branches and in line with the NDRC Practice Note (Appendix B).

115. Members are encouraged to exhaust internal dispute processes, before pursuing external and legal routes.

ANC Accreditation and Registration Protocol

116. The ANC shall adopt an Accreditation and Registration Protocol, which shall be applicable for Conferences, and shall be reviewed and improved on a regular basis.

117. The Accreditation and Registration Protocol shall be Appendix A to the Guidelines.

Appendix A

ANC CONFERENCE REGISTRATION SYSTEM AND PROTOCOLS

(Rev.3_26 May 2022)

1. Background

1.1 It is common cause that ANC structures convene Conferences from time to time, in line with provisions of the ANC Constitution. These Conferences receive reports, discuss and develop the policies and programs of the ANC and elect leadership for the next term.

1.2 Regional, provincial and national conferences are attended by voting delegates from branches, leadership, Leagues and by non-voting delegates and guests. All Conference attendees are registered and accredited accordingly to be part of the conferences.

1.3 Accreditation and Registration is one of the key pillars of conference management and central to confirmation of participants.

1.4 Registration also forms the basis of the draft Credentials report, which must be adopted for Conferences to proceed, and for the compilation of the Voters roll for the elections of leadership at conferences.

1.5 The responsibility for registration of attendees to conference is normally decided by relevant authorities at regional, provincial and national levels.

1.6 The ANC Headquarters has an Accreditation and Conference Registration System, which is available to provinces and regions to administer pre-registration and registration for their conferences. This Registration system provides for accreditation and registration for regional conferences to be done by the Province, and for provincial conferences to be done by headquarters in order to protect the integrity of the processes.

1.7 The Conference Accreditation and Registration system was developed to address weaknesses such as inefficiency of registration, taking too long and holding up start of conferences; and no codified processes for Conference Registration, and therefore each province/region have their own systems, often based on past practices which are open to interpretation.

1.8 This system therefore introduced uniformity of processes, which helps to safeguard the integrity of the registration process and therefore of Credentials and ultimately the Voters rolls of conferences

1.9 Based on these assessments, the following are the Conference Registration Protocols.

2. Purpose and Objective of ANC Accreditation and Registration System

2.1 Ensure that delegates registered for conference are those elected by qualifying branches

2.2 Ensure that only ANC members in good standing, based on the cut-off date, attend as delegates to conferences.

2.3 Ensure that any changes and replacement of delegates are legitimate.

2.4 Ensure that only accredited delegates and attendees enters conference venue.

2.5 Ensure that only accredited voting delegates cast votes during elections.

2.6 Improve system to ensure registration is efficient, so as not to cause unnecessary delays in the start of Conference.

2.7 Assist with generating the draft Credentials report based on registered delegates and participants.

2.8 Assist with compiling the Voters Roll for conference, once Credentials adopted.

3. Accreditation and Registration System Process Flow

3.1 The NEC, PEC or REC set the Membership cut-off date for the regional or provincial or national conferences, and decide on allocation of delegates to branches, based on the 90%:10% rule in the ANC Constitution.

3.2 The branch holds a BGM with members in good standing of the branch, and nominates delegate/s to Conferences. The delegate nominated and elected must be a member in good standing and on the Attendance Register.

3.3 Registration starts with scanning of elected delegates into the digital Conference Pre-Registration platform. This is done as soon as the BGM concludes its business, and observed by the Elections Facilitator. As a back-up to the digital system, delegate forms shall also be deposited into sealed boxes as submitted by branches, recorded and transferred into a database for conferences.

3.4 The digital Pre-registration platform will enable the compilation of a complete list of all conference attendees with IDs (Master List/Conference database), and deal with incorrect or incomplete IDs as well as pre-checking of member's status on the MMS.

3.5 Issues such as delegates not in good standing based on the cut-off dates, not on membership system or registered in different branch will be raised with branch secretary for resolution, ahead of the final registration for Conferences.

3.6 Delegates and participants to conferences are required to present their IDs or drivers licenses. All IDs are scanned at Registration centre (based on relevant cut-off date) and delegates name tags are issued. If a member is not on the final Pre-Registration Delegates List of Conference or their ID is incorrect, the member will not be allowed to register nor issued with a Name Tag.

3.7 Further scanning of IDs will take place at the entry to the Conference venue; delegates will also be required to present their Conference Tag.

3.8 Scanning of IDs and presentation of Conference Tag will also take place at the voting station

3.9 Once Registration concluded, the Registration team draft Credentials report to be presented to the Credentials Committee and Steering Committee.

3.10 After adoptions of Credentials by Conference, the Registration team shall compile a draft Voters roll. The Credentials committee signs off on the final Voters roll, which is then handed to the Electoral Committee of the Conference.

4. Disputes

4.1 Accreditation and registration shall abide by the rulings of relevant dispute resolution structures.

4.2 Disputes shall be conducted in line with the National Dispute Resolution Committee Practice Note (Appendix B).

5. Management of Registration for Conferences

5.1 Registration will start only after the Final Verification report is signed off by the SGO. The Final Verification Report must be signed at least seven to fourteen (7-14) days, before the date of the Conference, and after interaction with the Province.

5.2 Process of Replacement Delegates: Replacement delegates are also elected by the BGM, and are also pre-Registered on the digital platform. In case of a replacement, the platform shall provide the name of the substitute with the highest vote at the BGM. A letter from the Branch secretary about delegate/s unable to make conference, as well as a letter and contact number of the branch delegate, must be submitted to the Accreditation and Registration team, along with the next substitute

on the list, for processing by the Credentials committee.

5.3A region/province/Leagues may not replace more than 10% of its delegates elected by branches. If a region/province exceeds 10% delegates, whatever amount above this, the balance of voting delegates shall be forfeited by the region/province/League.

5.4 If there are determinations of the PDRC and/or NDRC after the Final Verification Report was issued, the SG will issue an Addendum to the Final Verification Report (Template for Addendum), after consultations with the Credentials committee and NDRC. The Addendum to the Final Verification Report shall be issued not later than 48 hours before Conference starts.

5.5 The Addendum, along with the Final Verification Report, will form the basis for Final Registration and Draft Credentials Report.

5.6 Registration at Provincial Conferences will be conducted by Headquarters, regional conferences by the province and at branch level by the BECs with the assistance of the REC, where required.

5.7 The Political Head and Administrative head of registration will form part of the Conference Credentials Committee at Conference.

5.8 The HQ registration role is part of the duties of the NEC team assigned by HQ to oversee the Provincial Conference and part of the PEC team that oversee the Regional Conference.

5.9 Accreditation and registration will end when Credentials are adopted by the conference and no registration is done beyond this point, only replacement of name tags will be done.

5.10 The registration schedule will include closing time for registration to allow the credentials committee to process the report for conference.

5.11 Within two weeks after the conclusion of the Conference, the HQ Registration will present the written report of Registration for the conference to the SGO and to the PSO, in order to deal with issues which arose during the processes.

THE END

THE NDRC PRACTICE NOTE 1/2022 (V2)

1. Introduction

1.1 The Guidelines for Branch, Regional and Provincial Conference were adopted by The National Executive Committee 8-9 December 2019 to facilitate the constitutional mandate for regular conferences. The conferences allow for accountability of the leadership and renewal of the mandate of the leadership of the African National Congress.

1.2 All members in good standing must participate in Branch Biennial General Meetings (BBGMs) and the Branch General Meetings (BGMs) to prepare for conferences.

1.3 The BBGM/BGM allows for members of the branch and leagues to be part of:

- (a) Making recommendations and putting forward resolutions to the conference,
- (b) Electing branch delegates to the conferences, and
- (c) Nominating leadership for upper structures

1.4 The intention of the practice note is to reinforce the Branch Dispute Resolution Process provided for in the adopted Guidelines for Branch, Regional and Provincial Conferences. There are no changes or additions to the document. This is a supplementary document to guide members of the organisation on how disputes are to be handled following challenges observed by the respective Provincial Dispute Resolution Committees and the National Dispute Resolution Committee.

Members of the ANC and leadership structures at all levels must create an environment for the successful convening of Branch Meetings. Adherence to the ANC Constitution and the Conference Guidelines by all members, BECs/IBCs/WTTs, RECs/IRC/RTT, PEC/IPC/PTs and the NEC is an important conduct that could contribute to meetings held successfully with minimal conflict and dissatisfactions.

Members qualifying to participate in the meeting must all be part of the proceedings of the meeting and must raise issues in the meeting for discussion by members of the branch in attendance.

The ANC democratic culture allows members to raise and debate issues in the meeting in a comradely and disciplined manner. Once an issue/s is raised, debated and resolved in the branch meeting, that issue cannot arise later as a dispute.

In addition to Guidelines for Branch, Regional and Provincial Conferences adopted by the National Executive Committee in December 2019, The National Executive Committee also adopted Guidelines and Procedures: Implementation of a National Conference Resolutions on ANC Credibility and Integrity: Dealing with Corruption and on Fighting Crime and Corruption in February 2021.

The adopted guidelines of February 2021 deal with comrades who are facing serious charges or who have appeared in a court of law on criminal charges. It explains the procedure that follows with regard to the voluntary stepping aside or the suspension of the comrade from participating in the life of the ANC.

2. Dispute Process:

All members must familiarise themselves with the guidelines to ensure that their dispute is lodged in line with the provisions of the Guidelines on disputes.

A member/s who lodges a dispute must wait for the outcome/verdict before referring the dispute to the next higher structures.

The structure that is required by the Guidelines to listen or attend to disputes must ensure that there are mechanisms in place to make sure communication between that structure and the comrades who lodged the dispute.

The disputes must be acknowledged, recorded and processed while keeping the comrades updated on how far the process of resolving the dispute is.

The BEC or PDRC must communicate their verdict to the disputants and disputants must indicate their acceptance of the verdict. Once accepted, the verdict must be implemented without failure by the organisation as represented by either the BEC, REC or PEC.

If the disputants are not satisfied with the verdict they must state their intention to appeal and make sure that the appeal is lodged within the prescribed times frames provided for below in section 3.

The dispute or appeal must be lodged with the relevant and appropriate structures and all structures assigned responsibility to deal with disputes must make the name of the contact persons and contact details known to members and structures;

- The BEC
- The Region
- The Province

2.1. The status of the branch meeting should be checked according to the membership system verification report before a dispute is heard by the Provincial Dispute Resolution Committee.

2.2. Where the guidelines were not followed, the dispute should not be entertained unless the disputant/s is able to prove beyond reasonable doubt that;

2.2.1. There was a threat to their safety in raising the dispute in line with the adopted guidelines.

2.2.2. The disputant/s was not aware of the BBGM/BGM in dispute took place or concluded its business.

2.3. Disputes within a branch on the same meeting will be treated collectively in one engagement; multiple disputes received from one branch will be combined. Comrades must be encouraged to collectively write and sign a dispute where more than one comrade is affected.

3. Appeal Process:

3.1. The Guidelines state that if a member is aggrieved by any matter related to the conduct,

proceedings and/ or constitutionality of the BBGM or BGM, such a member must lodge a dispute in writing within 48 hours after the meeting with the BEC and copy the Regional and Provincial Secretary. It further states that the BEC should resolve a dispute within 48 hours of receipt. If the disputant/s is not satisfied, he/she/they should lodge an appeal with the Provincial Dispute Resolution Committee within 48 hours of receiving the verdict from the BEC.

3.2. The Provincial Dispute Resolution Committee (PDRC) should attend to the appeal within 14 days of receipt and issue a verdict to the appellant/s within the same 14-day timeframe. The verdict should be acknowledged by the appellant/s. If the appellant/s is not satisfied with the verdict of the PDRC, the appellant/s may appeal to the National Dispute Resolution Committee within 48 hours.

3.3. The National Dispute Resolution Committee (NDRC) should attend to the appeal within 14 days of receipt and issue a verdict to the appellant/s within the same 14 day timeframe. The verdict should be acknowledged by the appellant/s. The verdict of the National Dispute Resolution Committee is final.

3.4. All written verdicts from the BEC and PDRC should indicate that if the disputant/s or appellant/s is not satisfied, that they should appeal to the relevant structure within the timeframes indicated in 3.1 and 3.2 after receiving the verdict. A contact person and email address of the relevant person with which the disputant/s or appellant/s must appeal to must be included in the verdict.

Further note:

- (i) An appeal of the BEC verdict should be appealed to the PDRC.
- (ii) An appeal of the PDRC verdict should be appealed to the NDRC.
- (iii) In the event that there are RDRC structures, BEC verdicts will be appealed to the RDRC and RDRC verdicts will be appealed to the PDRC

4. Regional and Provincial Conferences:

4.1 As per the adopted Guidelines on the Branch, Regional and Provincial Conferences both the region and province may prepare for conference once they have reached the 70% threshold.

4.2 There should be a cut-off date for receipt and adjudication of appeals by the PDRC 10 days before a sitting of conferences in order to allow for possible re-runs of branch meetings with- in the 48 hour notice period or to allow appellants to lodge appeals with the NDRC 48 hours thereafter.

4.3 There should be a cut-off date for receipt and adjudication of appeals by the NDRC 7 days before a sitting of conferences in order to allow for possible re-runs of branch meetings within the 48 hour notice period. A dispute on a branch meeting that would have re-run will be dealt with by the conference steering committee.

4.4 An appeal can be lodged by the original disputant or the BEC that the dispute or appeal is lodged against.

5. Conduct of Disputants and/or Appellants:

5.1. All comrades of the ANC are expected to treat one another with respect. Disciplinary action should be taken against any member/s that insults, incite violence or engage in misconduct of any kind towards a comrade, staff, PDRC or NDRC involved in the dispute resolution process.

6. Conference Dispute Resolution Committee

6.1 Once a conference is in session branch disputes related to that Conference should be dealt with in-conference within the National Guidelines.

6.2 The Steering Committee must establish a Conference Dispute Resolution Committee for the purpose limited to dispute from branches in relation to delegates from their branches and branch disputes in relation to any attendance of any other voting delegate.

6.3 Voting delegates which form 10% of Regional and Provincial Conference should be from eligible structures in good standing provided for by the Constitution.

THE END